

## Chapter 19

### **Library Capital Projects Fund (LCPF)**

#### **A. How can the LCPF be used?**

- A. A facility used or to be used by the Library District
  - (1) planned construction, repair, replacement or remodeling
  - (2) site acquisition
  - (3) site development
  - (4) repair, replacement or site acquisition that is necessitated by an emergency
- B. The purchase, lease or repair of equipment to be used by the Library District
- C. The purchase, lease, upgrading, maintenance or repair of computer hardware or software including hiring a computer expert to manage the computer operations, purchase and/or subscription to online databases

#### **B. How does one do the bookkeeping of a Library Capital Projects Fund?**

The LCPF is set up as a separate ledger account using the same format as a gift fund 3 column received, disbursed, and balance.

If more detail is wanted, a separate hand or computer ledger with columns for each LCPF line item can be set up in the same format as the Library Financial and Appropriation Record.

A sample of the Library Financial and Appropriation Record can be found in the Appendix (A-14) of the Accounting and Uniform Compliance Guidelines Manual for Libraries.

Handouts in this chapter that can be found on websites:

Library Capital Projects Fund Bulletin from DLGF -  
[http://www.in.gov/dlqf/files/LCPF\\_MEMO\\_2005.pdf](http://www.in.gov/dlqf/files/LCPF_MEMO_2005.pdf)